

**DEPARTMENT OF TRANSPORTATION
PROMOTIONAL AND CAREER OPPORTUNITIES**

ORGANIZATION: **Saint Lawrence Seaway Development Corporation**

EXTERNAL ANNOUNCEMENT NO: **SLS-DE-2001-19**

INTERNAL ANNOUNCEMENT NO: **SLS-2001-27**

OPENING DATE: **09/13/2001**

CLOSING DATE: **09/26/2001**

POSITION: **Compliance/Security Officer (Chief of Security) GS-1801-13
(Beginning Salary \$61,749)**

LOCATION: **Office of Associate Administrator
Massena, New York**

AREA OF CONSIDERATION: **All sources** (**NOTE:** Displaced/Surplus Federal employees may have priority placement rights. See the "How to Apply" section.)

It is important to read all the information in this announcement. It gives clear and specific instructions on how to apply for this position, what information we will be looking for, and how to put together your application package.

DUTIES

This position serves as Chief of Security for the Saint Lawrence Seaway Development Corporation (Seaway), a wholly owned Government corporation, which operates and maintains two deep-water locks on the Montreal-Lake Ontario section of the St. Lawrence River. The Seaway also markets the Seaway System through international trade missions and participation in trade shows and conferences.

The Chief of Security investigates all breaches of physical security, evaluates security measures, and provides recommendations for corrective actions and improvements; administers a vessel speed surveillance program that includes monitoring vessel speed by radar, investigating reports of wake damage or pollution and accidents or violations by small craft, and making recommendations for punitive actions; evaluates background information and makes suitability recommendations for employment issues; serves as back up to the Director of Civil Rights and investigates complaints of discrimination; and may provide support for the Seaway's trade development activities by performing international trade mission advance activities, which include ensuring security, hotel, conference room, and other travel arrangements are provided as required.

WORKING CONDITIONS

The position works a 'first 40-hour workweek,' which means the first 40 hours of work in any administrative work week are considered regular hours of work. Security and vessel surveillance work requires working outside in inclement weather, climbing on and off vessels and small craft, long periods of standing, sitting, or crouching, or climbing river banks to get to hard to reach surveillance sites. The Chief of Security is subject to calls at all hours during emergency situations. Some travel is required, including international travel.

QUALIFICATION REQUIREMENTS

Your application must show at least one year of specialized experience equivalent to the next lower level in the Federal service. Specialized experience is progressively more responsible

experience that equipped you with the knowledge, skills, and abilities necessary for successful performance of the position. Specialized experience for this position includes experience in all of the following selective factors:

1. Knowledge of techniques of investigation; skill in maintaining surveillance, conducting interviews and interrogations, recognizing and exploring leads, recognizing and preserving physical evidence, and detecting discrepancies in information.
2. Knowledge of security procedures for both materiel and personnel sufficient to evaluate security procedures and recommend improvements, investigate breaches of security and recommend corrective action.
3. Knowledge of local, state and federal laws, ordinances and jurisdictions on/adjacent to the St. Lawrence River, to determine when non-compliance has occurred and proper agency to notify. Skill in the use of small boats, and use of portable Doppler radar units from land and water sites.

To be considered minimally qualified for this position, you must have one year of specialized experience, which includes all three of the areas above.

If you meet minimum qualifications, the level of your experience and education will be evaluated for your knowledge, skills, and abilities (KSAs) in the three areas above, plus the following:

4. Knowledge of St. Lawrence River, U.S. and Canadian boundaries. Knowledge of Seaway rules and regulations to determine non-compliance by shipping vessels, small craft, and visitors to the Seaway.
5. Skill in dealing with emergency situations. Ability to function effectively under stress during major vessel incidents or when dealing with foreign governments, and ability to deal calmly with abnormal human behavior disturbances.
6. Ability to deal effectively with others sufficient to interact with people of various levels of responsibility and different backgrounds, who may have differing points of view or hostile attitudes.
7. Ability to communicate in writing, skill in fact finding, analysis, and problem solving, sufficient to develop and present reports with cogent arguments for the acceptance of controversial points-of-view and to support recommendations for necessary actions.

Your application **must** include a narrative statement addressing **all seven** of the KSAs listed above. Generally, you should be able to adequately describe your experience in no more than one page for each KSA.

In your narrative, it is important to provide specific work examples, and explain how you used or developed the KSAs from those work examples. For example, do not simply state, "Worked as a security guard"; give examples of the security issues involved, whether you were responsible for investigating breaches of security, and note any complicating factors or creative solutions to problems encountered. In your narrative, refer to the job listed in your resume or application, where you learned or used the KSA ("while working for company X, I was involved in the...").

Do not include copies of training certificates, job descriptions, or work instructions with your application. Provide only a listing of training and awards and other certificates, and briefly state

in your narrative how they helped you acquire the KSAs. If the title of a training course does not clearly indicate the course content, provide a description of what you learned.

RATING AND RANKING

If you meet the requirements in the three screen out elements, you will be rated and ranked, based on the descriptions of work experience and education in your resume and narrative statement, and assigned a rating between 70 and 100. If you are eligible for veteran's preference points, those points will be added after the rating is completed. If you are rated well qualified, your name will be referred to the selecting official, and you may be called for an interview.

Only well-qualified displaced/surplus applicants will be considered eligible candidates for priority placement for this position. To be considered well qualified, a candidate must have a rating of 93 or higher.

OTHER REQUIREMENTS

Probationary Period Requirements: New career appointees, or career/career-conditional applicants who have not previously completed a one year probationary period, will be required to serve a one year probationary period. If you are a status applicant who also requests to be considered as a competitive applicant, and you are selected from a competitive list, you may be required to serve a new probationary period. See "How to Apply" below for other information for career/career-conditional applicants.

Selectee must possess or have eligibility to obtain a New York State Class D motor vehicle operator's license.

Selectee must meet physical and mental qualifications; a pre-appointment medical examination is required.

Selective Service Registration: If you are a male over the age 18 who was born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a federal job.

Citizenship: Applicants must be citizens of or owe permanent allegiance to the United States no later than the closing date of this announcement.

HOW TO APPLY

Current Seaway employees: If you wish to be considered as both an internal (Merit Promotion) and an external competitive candidate, you must so state on your application, and may use the SLSDC internal application form for both purposes. If you do not state that you wish to be considered as an external competitive candidate, you will be treated as an internal candidate only. **NOTE:** If you wish to be considered a competitive candidate, you must submit proof of any veteran's preference to which you are entitled.

Status applicants (present or former career/career-conditional Federal employees): If you wish to be considered as both a status candidate and a competitive candidate, you must so state on your application, and may use one application for both purposes. If you provide proof of status, and do not ask to be rated as a competitive candidate, you will be considered a status

candidate only. If you do not provide proof of status, you will be considered a competitive applicant only.

What to File:

Internal Applicants (current SLSDC employees) - Submit (1) SLS Form 4.1-171(t) or (w) "Merit Promotion Application" or equivalent; all experience, awards, education, training, and outside activities must be documented on this form; (2) a copy of your latest performance appraisal; and (3) a narrative statement showing how your experience meets the KSAs listed above. Forms are available from Personnel and must be received in Personnel by 4:30 p.m. on the closing date of this announcement. For additional information, contact Julie Barnes x245 or Jill Hamilton x237.

External Applicants (all others, including status applicants):

1. You may use the *Optional Application for Federal Employment* (OF-612), a resume, or any other written format to apply under this announcement. Whichever format is used, the following information must be included in your application:
 - a. Job Information including announcement number, title, and grade(s) of the job
 - b. Personal Information:
 - full name and mailing address (with zip code)
 - day and evening phone numbers
 - social security number
 - country of citizenship
 - veterans' preference
 - reinstatement eligibility (status applicants must attach an SF-50 as proof of your career or career-conditional status)
 - highest Federal civilian grade held
 - c. Education: for high school, and for each college or university, give the name, city and state, date of diploma or GED (high school), type and year of any degrees received (college)
 - d. Work Experience: List work experience that shows your qualifications for this position, including volunteer work. For each job list: job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates, hours per week, and salary. Indicate if we may contact your current supervisor.
 - e. Other Qualifications:
 - job related training such as vocational or technical training which is pertinent to meeting the qualifications for this position (type and year of training)
 - job related skills, certificates and licenses (current only), honors, awards, and special accomplishments
2. A narrative statement describing how your education or experience meets the knowledge, skills, and abilities (KSAs) listed under RATING AND RANKING above. The statement should be limited to no more than one page per KSA.
3. Veterans claiming 5-point preference are required to furnish proof of honorable separation. Proof may be determined by a DD-214 or other discharge papers showing campaign badges earned (where applicable). (See explanation of veterans' preference in the booklet "Applying for a Federal Job.")

4. Veterans claiming 10-point preference (veterans with a service-connected disability or Purple Heart; qualified widows/mothers of deceased or disabled veterans) must complete and submit Standard Form 15, "Claim for 10-point Veterans Preference" with the required proof of such preference, as listed on the reverse of the form.

NOTE: No veterans' preference points will be given without the specified proof.

In addition, status applicants (current or former Federal employees) should submit:

5. A copy of your latest SF-50, "Notification of Personnel Action," which will verify your competitive status and tenure, and your current grade level. If currently in a position at a lower level, include a copy of a SF-50 showing the highest grade level previously held.
6. A copy of your latest performance appraisal.

If claiming priority consideration as a Displaced Surplus Federal Employee:

To be eligible for consideration as a CTAP candidate you must be a current DOT career or career-conditional employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation, stating that you will be separated from a position in the Massena, NY commuting area at a grade level no higher than, and with no more promotion potential than, the grade level of this position.

To be eligible for consideration as an ICTAP candidate you must be a displaced Federal employee who was separated from a position in the Massena, NY commuting area at a grade level no higher than, and with no more promotion potential than, the grade level of this position.

To be eligible for priority placement under either CTAP or ICTAP, you must submit ***all*** information and forms requested, your application must be postmarked no later than the closing date of this announcement, and you must be rated highly qualified for the position (see Rating and Ranking above). If you fail to submit all required information, and/or are rated less than highly qualified, you will be treated as an external or status applicant, without priority consideration.

Additional documentation required for CTAP or ICTAP applicants:

7. A copy of your latest SF-50, "Notification of Personnel Action," which will verify your competitive status and tenure, and the grade level of the position from which you are being (or have been) released.
8. One of the following as proof of Displaced or Surplus status:
 - A RIF notice or Certificate of Expected Separation (CES) which includes the competitive level and area from which you are being (or have been) released
 - Notice from OPM of termination of a disability retirement annuity
 - Notice from OWCP of termination of Worker's Compensation payments, and notice from your former agency of their inability to place you
 - Certification that you are a former Military Reserve or National Guard Technician who is receiving a special OPM disability retirement annuity under section 337(h) or 8456 of title 5 United States Code
 - An SF-50 showing separation for one of the following:
 - RIF
 - Retirement in lieu of RIF

Discontinued service retirement
Separation due to declination of a transfer of function or directed reassignment to another commuting area

Where to Obtain Forms and Where to Submit Them

All required and optional forms, and the pamphlet 'Applying For a Federal Job', are available either by calling 315-764-3200 or from the receptionist desk at the Seaway Administration Building, 180 Andrews Street, Massena, New York, or by e-mail at slsdchr@northnet.org.

Applications may be left at the Seaway Administration Building receptionist desk between 8:00 a.m. and 4:30 p.m. or mailed to **Personnel, Saint Lawrence Seaway Development Corporation, P. O. Box 520, Massena, New York 13662-0520**, and **MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.**

NOTE: Applications *received after the closing date* of this announcement will not be considered. Candidates who *fail to submit the required forms* will not be considered. None of these forms will be subsequently loaned or returned to the applicants.

Applications will not be accepted *if received in* penalty, interoffice, or any other government envelope. Applications sent in this fashion will be destroyed.

Applications may be received by fax from non-government equipment.

Unless you request it, or your application is received through e-mail, you will not be notified of receipt of your application. After rating of all applicants is completed, **you will be sent a 'Notice of Rating'** stating whether you are qualified, and your veterans' preference category (if you qualify). The notice is generally sent within two weeks of the closing date of the announcement.

DOT is an **equal opportunity employer**. All qualified candidates will be considered regardless of race, color, religion, sex, sexual orientation, marital status, national origin, handicapping condition, age, political affiliation, or other non-merit factors.

SLSDC provides reasonable accommodations to applicants with **disabilities**. If you need a reasonable accommodation for any part of the application and hiring process, please notify Personnel (315-764-3237). The decision on granting reasonable accommodation will be on a case-by-case basis.

PRIVACY ACT REQUIREMENTS (P.L. 93-579)

The referenced forms are used to determine qualifications and are authorized under Title 5 of the U.S. Code, Sections 3302 and 3361. Each specified form must be submitted in order for you to be considered for the position being advertised. Your servicing personnel office or the office named in this announcement will be able to provide information on specific Privacy Act requirements.